



SEASONAL STAFFING NEEDS

2014



At various times, special needs arise that require temporary employment of qualified persons to perform essential tasks within established municipal departments. While limited hiring of this sort occurs year-round, the largest number of such hires occur in spring and summer months. Seasonal employment needs increase greatly within the Parks and Recreation Department as summer approaches. Applicants for so-called “warm weather” job opportunities become available on **May 1, 2014**. From the application pool that is developed thereafter, the hiring department conducts periodic reviews of qualifications, interview prospective candidates and fills staffing needs.

PARKS & RECREATION

GENERAL DESCRIPTION:

Program Activity Leaders – approximately 9 positions

Contact William Covington at 883-3469

- Sites – Morehead, Oakview, Allen Jay, Deep River and Southside Recreation Centers.
- Hourly wage starts at \$7.25 per hour, 40-hour work week.
- June - August
- Requires valid NC Drivers License, ability to drive 15-passenger van, some education or previous experience working with elementary school age students.
- TB test and driving test required.

Pool Manager – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage commensurate with experience.
- Must have Certified Pool Operators Certification and previous experience with pool management and programming.
- Must have current Red Cross Life Guard Certification, First Aid and CPR certifications prior to pool opening.
- Duties include supervision of open swim operations; development of classes, swim teams and lease agreements; supervision of maintenance operations and lifeguards; keep records of attendance, revenue, chemical levels.
- Position available April – August.
- 40 hour work week including weekends and holidays.

Assistant Pool Manager – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage - \$12.00 per hour.
- Must have Certified Pool Operators Certification and previous experience with pool management and programming
- Must be available weekends starting in early May.
- Requires Red Cross Lifeguard Certifications, previous pool management and programming experience preferred.
- Serves as Lifeguard as needed.
- Duties – assist pool manager in supervision of pool staff, swim and maintenance operations, swim lesson plans and maintain records of attendance and revenue.
- Supervises operations in absence of Pool Manager.

Cashier – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage - \$7.25, average 40-hour work week. Must be available weekends and holidays in addition to Monday-Friday.
- Duties include collection of fees for open swim and/or concessions, keeping accurate records of revenue and attendance and other duties as required.
- Position available late May – mid-August

Lifeguards – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- 7 positions
- **Hourly wage - \$9.00 to \$11.50**, 40-hour work week including weekends and holidays.
- Position available late May - mid-August
- Must have current Red Cross Life Guard Certification, first aid and CPR certifications.
- Duties include monitoring pool patrons, pool maintenance, swim instruction and other duties as required.

Camp Ann – Contact Brian Coward at 883-3481

- Hiring director, assistant director, counselors and lifeguards/counselors.
- Hourly wage - \$7.25
- Must be 18 years of age or older and have some college experience. Prefer individuals who have worked in a therapeutic camp setting with people of differing abilities.

SPECIAL FACILITIES

Golf Course Grillrooms/Beverage Cart (Oak Hollow & Blair Park)

Contact Steve High at 883-3260

- Must be 18 years of age or older and have a valid NC driver's license.
- Hourly wage - \$7.25, plus tips - 20 hour work week. Must be available weekends and holidays in addition to Monday-Friday.
- Duties include waiting on customers, light cooking, serving drinks, cleaning, running an on-course beverage cart and operation of cash register.
- This position has golf privileges.

Park Attendant – Oak Hollow Marina

Contact Chad Merritt at 883-3487

- Must be 18 years of age or older.
- Hourly wage - \$7.25 per hour.
- Weekends and some late afternoons in April, May, September and October.
- Duties include waiting on customers, operation of cash register, custodial work, lake and bank patrol.
- Valid driver's license required.

Park Attendant – Oak Hollow Golf & Blair Park Golf Courses

Contact Greg Alspaugh 883-8530

- Must be 18 years of age or older.
- Hourly wage - \$7.25 per hour.
- Holidays, Weekdays & Weekends.
- Duties include regular maintenance of Golf Course.
- Valid driver's license required.

CITY LAKE PARK

Park Attendants

Contact Sue Congelosi at 883-3503

- Hourly wage - \$7.25 per hour.
- Weekends beginning the middle of April to May. (15 hour weekend)
- Weekdays and weekends (full weeks) June-August. (36-40 hour week)
- Weekends last of August to middle of October (15 hour weekend)

Park Attendant – duties include Park Maintenance/Boat Drivers/Marina Attendant

- Position requires applicant to be 16 years of age. Valid driver's license required.
- **Concession/Train Drivers/Merry-Go-Round Operators**
Position requires applicant to be 18 years of age or older, (Valid driver's license required)
- Pay is \$7.25 per hour

Pool Manager – City Lake Pool

- Hourly wage commensurate with experience.
- Must have Certified Pool Operators Certification and previous experience with pool management and programming.
- Must be available weekends starting in early May.
- Requirements – Red Cross Lifeguard Certifications, first aid and CPR certifications, previous pool management and programming experience preferred.
- Duties include supervision of open swim operations; supervision of maintenance operations and lifeguards, keep records of attendance, revenue, chemical levels.

(2)Assistant Pool Managers – City Lake Pool

- Hourly wage - \$12.00 per hour.
- Must have Certified Pool Operators Certification and previous experience with pool management and programming.
- Must be available weekends starting in early May.
- Requirements – Red Cross Lifeguard Certifications, previous pool management and programming experience preferred.
- Duties – Assist pool manager in supervision of pool staff, swim and maintenance operations, and maintain records of attendance and revenue.

Lifeguards – City Lake Pool

- **Hourly wage - \$9.00 to \$11.50**, average 40-hour work week. Must be available to work a rotating schedule.
- Must have current Red Cross Life Guard Certification, first aid and CPR certifications prior to pool opening.
- Duties include monitoring pool patrons, operate the ticket/concession stand and assist with pool and bathroom maintenance.

PLEASE NOTE: ALL Lifeguards, Assistant Pool Managers and Pool Managers must attend the Red Cross Certification for First Aid, CPR/AED for Professional Rescuers and Water Safety class prior to opening day of the pool which will be taught by Chad Merritt, Special Facilities Manager.

Job applications can be downloaded and printed by visiting www.highpointnc.gov/pr/index.cfm - click on the Application link. ***You must put at the bottom of the application the job you are applying for and the contact person's name***.